

## FINGERPRINTING

**Original applicants and licensees making certain disclosures** are required to submit fingerprints to the Department. Events that require written notice to the Department are identified in A.A.C. R4-28-301 (A)(1) and include, among other things, criminal convictions and disciplinary action against occupational or professional licenses.

If you are required to submit fingerprints, you may have them taken at any of a number of places, ***but they must be on a Department of Real Estate-issued fingerprint card.*** Companies providing fingerprint services include the Department's contracted exam administrator and some real estate schools, law enforcement agencies and private security or investigation firms.

Many of these providers keep a supply of ADRE-issued fingerprint cards on hand. If the fingerprint provider who will take your prints does not have an ADRE card, contact the Department's offices in Phoenix or Tucson to request a blank fingerprint card. It must be filled out and signed before you present it to the official who will take your fingerprints.

- Schedule fingerprints when you schedule your exam;
- Ask your real estate school if they offer fingerprint service;
- Contact your local law enforcement office to see if they fingerprint license applicants. This service may be offered only on certain dates/times; or
- Check the yellow pages or Google for Fingerprinting Services.

In virtually all cases, you will pay a nominal fingerprint service fee in addition to the fingerprint-processing fee the Department collects for the Department of Public Safety.